



## ***State Leadership and Skills Conference***

April 16-18, 2021

Grand Rapids, Michigan

***We will make a decision in January if we can safely hold an in-person conference, or if we have to pivot to a virtual platform.***

***Please read everything carefully and follow all instructions. Failure to do so may result in your school not being registered for the conference!***

**General Instructions** - All individual registrations for your school must go through your Lead Advisor.

**Due Dates** - All registrations, forms and payment must be received **prior** to the date indicated.

March 1, 2021	Hotel Reservations Open - Amway Grand Plaza <i>(First day that school housing lists will be accepted)</i>
March 15, 2021	Registration and Payment Due to receive the Regular Price - State Office
March 26, 2021	Final Hotel Reservations Due - Amway Grand Plaza Hotel
March 26, 2021	Changes, Refund Requests and Late Registration Due - State Office <b><i>Absolutely no registration changes, refund requests or new registrations will be accepted after March 27!</i></b>
March 30, 2021	Final Hotel Cancellations Due <i>(A \$25 fee will be assessed for hotel rooms NOT cancelled by this date)</i>

### **Membership**

All students and advisors must be paid members of SkillsUSA Michigan by January 15, 2021 in order to participate in the state conference.

### **Regional Contestant Forms**

The Regional Contestant Ranking Sheet or a Regional Direct to State Online Form is **REQUIRED** for all contests so that we know what contestants have qualified for the state contests. An accurate contestant count is necessary for contest supply orders, contest site set-up, conference registration, etc. One of these forms **MUST** be filled out for all regional contests (including those contests going directly to State) and for both HS and CPS divisions. ***I cannot stress the importance of these forms enough!*** These forms are on the web site at <http://miskillsusa.org/forms-and-documents/>

- ***NO EXCEPTIONS***
- Failure to submit one of these forms will result in those students NOT being allowed to compete at the State Conference!
- If we receive a State Conference registration for a contestant NOT on the appropriate Regional Contestant Ranking Sheet or Regional Direct to State Form, he/she will NOT be allowed to compete!



### **Request for Deadline Extension**

Because SkillsUSA Michigan realizes that some schools have a long lead time to have a check issued for payment, we have developed a procedure for schools to request a two week payment extension. Schools requesting a payment extension need to complete and submit the Request for Deadline Extension form at least ***two weeks prior to the payment deadline***. A new form must be submitted for each conference for which an extension is requested.

### **Conference Registration**

Each school must complete and submit the following to the state office ***prior*** to your chosen due date.

- State Conference Registration
- Registration Fee payment for the ***entire amount***

### **Participant Code of Conduct Form**

**To maintain the confidentiality of student information, copies of the Code of Conduct form will no longer be turned into Conference Headquarters at registration material pickup.**

**Signed, original forms are to remain with the Lead Advisor(s) at the conference.** The form is available at <http://miskillsusa.org/forms-and-documents/>

Please make sure that all persons attending the conference are familiar with the Participant Code of Conduct. The Participant Code of Conduct is for the protection of you, your students, your school, and SkillsUSA Michigan.

### **Registration Fee**

All registrations must be made electronically at <http://www.skillsusa-register.org>. Paper registration forms will not be accepted. Please be aware of the due dates and corresponding registration fee! Make check payable to SkillsUSA Michigan.

- Regular Registration Fee (registration and payments received by March 15, 2021) - The conference registration fee is \$80.00 for each person attending the conference. This is for all participants: students, delegates, advisors, administrators, etc. If your registration is submitted by March 15, 2021, the membership system will automatically calculate the late registration rate.
  - Purchase Orders - SkillsUSA Michigan accepts purchase orders, but they need to be processed so the payment ***arrives*** by the above date to receive the regular registration fee.
- Late Registration Fee (between March 16, 2021 and March 27, 2021) - The conference registration fee is \$95.00 for each person attending the conference. This is for all participants: students, delegates, advisors, administrators, etc.
- Credit Card Payments – SkillsUSA Michigan accepts credit cards as payment. Please use the charge card form that is available at <http://miskillsusa.org/forms-and-documents/> These payments are processed within 24 hours (if received during business hours) and the receipt is emailed after processing.



Your school is responsible for the **full amount** of registration fees owed when your registration was submitted. Any monies owed to the State Association must be paid in full prior to registering at the conference. Failure of making full payment at this time will result in the school being put on probation and therefore prohibiting members from attending official association functions, including the current year's National Conference. This probation will remain in effect until the school is paid in full.

### **Housing Reservations**

***As approved by the Advisor Council in July 2012, all schools MUST stay at the State Conference approved hotels. No other hotels or commuting is allowed.***

### **Hotel Reservation Procedure**

Room reservations are to be made by using the housing registration form. The housing form will be available on the SkillsUSA Michigan web site in January 2021. Please email completed forms directly to the email listed on the form. Hotel reservations cannot be made until March 1, 2021. The hotel must receive the reservations on or before March 26, 2021. **A \$100.00 deposit per room must be received prior to room reservations being confirmed.**

Please mail the deposit to the hotel at:

Amway Grand Plaza Hotel  
187 Monroe NW  
Grand Rapids, MI 49503

To use a credit card for the deposit, please fill out the credit card form, found with the housing registration form.

Student housing is based on four (4) to a room. If a chapter does not have multiples of four (4) delegates of the same gender, the chapter may fill a room by contacting other chapters, or absorb the additional cost (per person) for occupancy less than four (4). Chapters need to house the majority of their delegation in quad rooms so SkillsUSA Michigan can ensure that there will be adequate room for all delegates. Students will not be permitted to be in a single room.

If you make arrangements with another school to fill a quad room, only one school should list the student on the housing form; this school should be designated as responsible for prepayment of the shared room. The other school(s) should then pay the designated school. Please note that the hotel cannot guarantee that the shared room will be near both schools' hotel rooms.

The same procedure will be in place if advisors from two different schools plan to room together. Remember to check with your intended roommate first. Also, remember to **register your spouse** if they will be staying with you during the conference.

### **Hotel Assignments**

There is a unique housing form for each hotel, since different housing rates are offered for each hotel. Advisors should review the rates listed and then select the hotel that best fits their needs. Once you have decided on your first choice for a hotel, select the corresponding form. If the hotel is



not able to accommodate your rooms, you will be placed at the other hotel and that hotel will email you a revised invoice for your housing charges. Remember that the Amway Reservation Department will process registration forms in the order that both the form AND the deposits are received.

Both hotels are connected to each other and the Convention Center by a series of Skywalks.

- Amway Grand Plaza Hotel - 187 Monroe Avenue NW - 616-774-2000
- Courtyard by Marriott - 11 Monroe Avenue NW - 616-242-6000

### **Incidental Charges**

All incidental charges, (i.e. room services, movies, etc.) must be paid before checking out. There is to be no room service or phone calls made from the room. All phones will be restricted so no outside calls can be placed unless a credit card imprint is left at the front desk at time of check-in. Phone calls can be made from pay phones located throughout the hotel. Hotel operators have been instructed not to connect outside or room-to-room calls after curfew.

### **Elevator Repair Fee**

An elevator repair fee of \$800-\$1,300 will be charged to schools that require an elevator technician to release them from any elevator if it is determined that the school is at fault. This fee will be payable at check-out. For your safety, please refrain from overcrowding and jumping in the elevator. Failure to do so will result in the elevator becoming stuck and fees will be applied for repairs. Elevators are monitored by security cameras.

### **Suites and Parlors**

Suites and parlor rooms are only available to schools that have the minimum number of rooms listed below. This is to help chapter advisors with large numbers of students to conduct chapter meetings without blocking hallways. Suites and parlors are assigned in the order that the registration lists and the deposit are received.

**Descriptions of suites available at the Amway Grand Plaza Hotel.** Rates are on the registration form.

**Superior Rooms:** One room in the historic Pantlind section with a king bed and an oversized living area. The Superior Rooms also offer the ability to add a connecting room with 2 queen beds-offered at the group rate.

**Tower Suites:** They are open to schools that reserve six or more rooms. This two room suite is located in the tower section of the hotel with a king bed and a separate living room. (16'x 15' living room and a 16'x 17' bedroom) These rooms have a connecting room with 2 queen beds-offered at the group rate.

**Plaza Suites:** They are open to schools that reserve eight or more rooms. This two room suite is located in the historic Pantlind section of the hotel with a king bed and a separate living room and dining room area. (36'x 14' living room/dining room and a 19'x 19' bedroom) These rooms have two connecting rooms; one with a king bed and one with 2 queen beds-offered at the group rate per room.

**Descriptions of suites available at the Courtyard by Marriott.** Rates are on the registration form.



**Extended Rooms:** They are open to schools that reserve four or more rooms. The one room suite has with a king bed and a living room area. These rooms have a connecting room with 2 queen beds-offered at the group rate.

**King Suites:** They are open to schools that reserve six or more rooms. This two room suite has a king bed and a separate living room. These rooms have a connecting room with 2 queen beds-offered at the group rate.

***Important Points to Remember:***

- **SkillsUSA Michigan Policy requires all participants stay at one of the official conference hotels. Conference Registration will not be accepted for schools that are not staying at one of the official hotels.**
- Special requests are based upon the availability at the time the housing form and full prepayment are received at the hotel.
- The Hotels will accept housing changes until 5:00 p.m. on March 30, 2021. After that time there will be a \$25.00 fee per change (name or room) and there will be no refunds for cancellations.
- **Please note that all sleeping rooms may not be available upon arrival, delegates should plan accordingly.**



## Hotel Conduct and Courtesy Guidelines

One of SkillsUSA's purposes is to provide opportunities for personal development and preparation for adult life. SkillsUSA conferences and activities are prime opportunities to help members develop important social skills, and among those, appropriate hotel behavior. These guidelines have been designed to assist our members in this area; by no means is this list exhaustive.

1. Do not change rooms with a friend; you must stay in your assigned room. Your parents may call looking for you, and the hotel should be able to connect them to the proper room.
2. Students may not have a member of the opposite sex in their room unless the chapter advisor is present.
3. Irons and ironing boards are usually located in each guest room. If you use them, make sure you put them away at the end of each night.
4. Window curtains should be drawn when lights are on in your room. Be completely dressed if your curtains are open.
5. Be completely dressed according to the SkillsUSA Michigan Dress Code any time you're outside of your own room.
6. Do not leave money or valuables unattended in your room or hotel lobby. Keep your room door closed and locked at all times. If someone knocks, find out who it is before opening the door. Make certain the night lock is engaged before you go to bed.
7. Do not prop your door open. An open door invites strangers in.
8. We are not the only guests in the hotel. **Do not let your door slam when you enter or leave your room.**
9. Your room is not soundproof. **Be in your own room and quiet at curfew to give hotel guests peace and quiet when they want to sleep.**
10. Be courteous to all other hotel guests on the elevators/escalators. Because it's difficult to move the number of people we have participating at our activities, do not delay the elevators in any way. When entering an elevator, step aside to let people off of the elevator before getting on. Whenever possible, especially if you only have to go up or down a floor or two, see if you can take the stairs to help with elevator congestion.
11. For your safety, please refrain from overcrowding and jumping in the elevator. Failure to do so will result in the elevator becoming stuck and a fee of \$800-\$1,300 will be applied for repairs. Elevators are monitored by security cameras.
12. Be sure your room is in neat order when you checkout. All trash should be placed in the trash can, irons and ironing boards put away, bedding at least piled on the bed, and towels in the bathtub.
13. You may not order any food deliveries after curfew. This includes deliveries from room service and off-property restaurants.
14. When dining in the hotel or neighboring restaurants, please remember the following guidelines for gratuities; 15% of bill for good service and 20% of bill for great service.



### Conference Headquarters

Amway Grand Plaza Hotel  
Second Floor Center Concourse Registration Desk

187 Monroe NW  
Grand Rapids, MI 49503

### Supervision

The Advisors Council has determined that there should be adequate supervision for the students provided by each school.

- One (1) adult is responsible for every ten (10) students attending the conference. Please be sure to register the appropriate number of advisors from your school.
- Each school will decide which advisors are to be responsible for which students.
- Accountability for any student's misconduct will be the direct responsibility of the advisor in charge of his/her designee.
- Advisors should have available at all times the name, address, and phone number of the parents/guardians of each student they are responsible for.

### State Conference Tentative Agenda

#### Friday, April 16, 2021

12:00 p.m.-7:00 p.m.	Conference Registration <i>(all schools)</i>	Amway Grand Plaza Registration Desk 2
1:30 p.m.	State Officer Candidate Interviews	Amway Grand Plaza
3:00 p.m.	Hotel Check In	Assigned Hotel Front Desk
3:00 p.m.-7:00 p.m.	Leadership Test <i>(all students)</i>	Amway Grand Plaza
8:30 p.m.	Opening General Session	DeVos Place
After session	Final Leadership Test <i>(for those who did not take it earlier)</i>	Amway Grand Plaza
11:00 p.m.	Curfew	

#### Saturday, April 17, 2021

8:00 a.m.	Contests Conducted	Various Locations
5:00 p.m.	Delegate Meeting	Amway Grand Plaza
8:00 p.m.	Advisor Meeting	Amway Grand Plaza
8:00 p.m.	Statesman Award Certification	Amway Grand Plaza
11:00 p.m.	Curfew	

#### Sunday, April 18, 2021

8:30 a.m.-11:00 a.m.	Awards Ceremony	DeVos Place
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### **Available Contest Spots Lottery**

Available contest spots, not filled by the approved number of regional qualifiers, are filled by a contest lottery, as determined by the State Director. The procedure by contest is as follows:

- All regions are put in a hat and regions are drawn based on the number of available spots.
- The winning region's Regional Contestant Ranking Sheet is then consulted and the next available competitor is then contacted.
- If there is no available competitor from a winning region, then the procedure starts over.

### **Approved Alternate List**

Students who did NOT qualify to compete at State but are attending the State Conference may be eligible to be on the Approved Alternate List. Students accepted for the Approved Alternate List must be approved by the State Director before the State Conference and have met the following criteria:

- Competed at Regionals in that contest.
- Are registered as an alternate for a team event and must indicate what team they are an alternate for. These alternates are only allowed to substitute for a competitor of the indicated team.

### **Contestant Meals**

The day of the competition, contestants are encouraged to bring with them snacks and/or lunch to the contest site, as they may not be able to leave the contest site until the contest is finished. Contestant lunches are not provided by SkillsUSA Michigan but may be provided by the contest technical committee.

### **Transportation**

SkillsUSA Michigan will provide transportation from the official conference hotels to most contests on Saturday. A schedule will be enclosed in your chapter registration packet.

### **State Officer Application**

Being a State Officer is one of the highest honors a student can achieve in SkillsUSA Michigan. If you have a student who wants to run for a state office, please have them complete and submit the State Officer Application by March 1, 2021. The State Officer Application is available on our web site at <http://miskillsusa.org/forms-and-documents/>

### **Friday Check-in**

The lead advisor from each attending school will be given their conference materials upon check-in on Friday at the SkillsUSA Michigan headquarters at the Amway Grand Plaza. You will need to check-in before your students can take the Leadership Test.

### **Corrections and/or Changes**

After reviewing the conference materials if there are corrections and/or changes, please bring them to the conference headquarters at the Amway Grand Plaza before the Opening General Session on Friday. Corrections will be made Friday evening and if needed, new name badges will be available at the conference headquarters.





### **Contest Information**

Contest information for each event will be available on our web site by the first week in March at <http://miskillsusa.org/state-contests/>. The web site contains important information about each contest, including what each competitor needs to bring to the contest and the contest clothing requirements.

**Dress Code - IMPORTANT - This dress code applies to both students and advisors!**

**Friday Night General Session and Saturday Delegate Meeting:** School-logo attire or SkillsUSA Michigan attire is required. A SkillsUSA blazer, sweater or windbreaker is encouraged but not required. Business attire is **NOT** allowed.

- School-logo shirt OR
- SkillsUSA Michigan attire:
  - Button-up, collared, white dress shirt (accompanied by a plain, solid black tie) or white blouse (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, or windbreaker
  - Black dress slacks (accompanied by black dress socks or black or skin-tone seamless hose) or black dress skirt (knee-length, accompanied by black or skin tone seamless hose)
  - Closed toed dress shoes

**Sunday Morning Awards Ceremony:** SkillsUSA Michigan attire or appropriate National competition clothing is required. A SkillsUSA blazer, sweater or windbreaker is encouraged but not required. Business attire and school-logo attire are **NOT** allowed. Please refer to the current year's Technical Standards for the National competition clothing requirements for your contest.

The Advisors' Council will be on hand to determine if a student is properly dressed before he/she will be allowed on the stage. If a student is determined to be not properly dressed (as outlined below), then the student will be instructed to go to the right of the stage to receive their award. Improperly dressed students will not be allowed to stand in front of the stage to receive their medallions (as in previous years). Pictures may be taken on the awards podium after the completion of the awards ceremony.

- Students and Advisors -
  - Button-up, collared, white dress shirt (accompanied by a plain, solid black tie) or white blouse (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, or windbreaker
  - Black dress slacks (accompanied by black dress socks or black or skin-tone seamless hose) or black dress skirt (knee-length, accompanied by black or skin tone seamless hose)
  - Closed toed dress shoes
- Guests – Guests are to wear business or business casual.

**Social and Free Time:** Neat casual clothing is acceptable. Shoes must be worn when in public areas. Items not acceptable include hats, bathing suits (unless at the pool), and suggestive attire. Shirts must have sleeves and no bare mid drift. Skirts and shorts must be at least fingertip length.



## **Resume**

All competitors will be required to submit a one-page, type-written resume. Online submission is no longer required. The resume will be turned in at the contest sites before the start of the contest. A penalty of 10 points will be assessed for failure to submit a resume at the beginning of the contest. A sample resume worksheet is available on our web site at <http://miskillsusa.org/forms-and-documents/>

## **Industry Awards Procedure**

In an effort to conserve time and resources, the industry awards will be announced and distributed as follows.

- Announcement - Before the Awards Ceremony begins, recognition will be given to the industry award donors on the large screen and again when the contest is announced.
- Program – Industry award donors will also be recognized in the State Conference program.
- Distribution - The industry awards will be given to the winners in a separate room outside of the ballroom. After the winners receive their medal and plaque on stage and have had their picture taken, they will need to go to the industry awards room and show their plaque to claim their industry award. They must show their plaque in order to receive their industry award.

For an industry award donor to receive recognition at the State Conference, the Industry Awards Form must be filled out completely and sent in to the State Office by **March 1, 2021**. This form is available at <http://miskillsusa.org/forms-and-documents/>

## **SkillsUSA Leadership Test**

All students will be required to take the SkillsUSA Leadership Test on Friday afternoon. A study guide for this test is available on our web site at <http://miskillsusa.org/forms-and-documents/>. The students with the top scores on the SkillsUSA Leadership Test will be recognized. This test is also used as a tie-breaker for competitors and is not included in the final contest score.

## **Special Accommodations Request Form**

SkillsUSA Michigan is committed to providing equal access to all persons in admission to, access to, or operation of its programs or services. Individuals with disabilities or needing accommodations must complete and submit the online Special Accommodations Request Form to the state office with your registration. This form is available on our web site at <http://miskillsusa.org/forms-and-documents/>. SkillsUSA Michigan is not responsible for providing special accommodations if this form is not submitted. Any readers, interpreters or other assistance implements or supplies must be supplied by the chapter.

## **Official Voting Delegates**

Each chapter will have official voting delegates at the Delegate Meeting. All delegates must be registered for the state conference. Students that are already attending the conference in another capacity (competitor, observer, alternate, etc.) may also serve as an official voting delegate. Only students with a delegate or alternate ribbon on their name tag will be admitted to the Delegate



Meeting on Saturday afternoon and therefore, be allowed to vote for the state officers and on state business.

The number of official voting delegates is based on your chapter's membership as of January 15, 2021. The chart of official voting delegates will be available on the web site at <http://miskillsusa.org/forms-and-documents/>.

### **Advisor Meeting**

All advisors are asked to attend the Advisor Meeting on Saturday night. This meeting is conducted by the Advisor Council.